

## PREPARATION AND DISTRIBUTION

1. Request articles Friday or Monday, one week prior to publication for submission by Tuesday COB or Wednesday morning (FOIA and overdue folder entries by Wednesday 11 a.m.)
2. Prepare OOTW Wednesday morning; send to Craig by 10 a.m. Thursday for review.
3. Incorporate changes by 2 p.m. Friday; distribute OOTW by 3 p.m. Friday.
4. In Craig's absence, distribute *Oceans of the Week* under Jack Hayes' signature only with Craig's preapproval.
5. Publish files in archive website for NOS AA Reports on the NOS Intranet under *Administration/NOS AA's Reports*.

## STYLE GUIDE

### MS WORD

2 COLUMNS WITH 3" WIDTHS

1" MARGINS ALL AROUND

.5 INCH HEADERS AND FOOTERS

PORTRAIT LAYOUT

START SECTIONS AT COLUMN TOP

KEEP UNDER 5 PAGES IF POSSIBLE

**PROPOSE:** *New items under heading "NEW ISSUES" followed by heading "UPDATES" with repeated items Arial 14 pt., Bold, Italic*

**[HEADING 1, Arial, 11 pt., Bold, 8 pt. above and below, Centered]**

***[Descriptive Title, Heading 2, Arial 12 pt., Bold, Italic]***

**LEAD IN HEADER** — [MAPS PARAGRAPH AS "ISSUE", "NOAA ACTION", "FYI", OR "INQUIRY" ARIAL 9 PT., BOLD, AND EM DASH, ARIAL 9, NOT BOLD] **[Text immediately follows, Arial 11 pt.]** Not bold except emphasized information] URL, Arial, 10 pt., blue, underlined, http:// not necessary; can start with www.

[11 pt. space between paragraphs]

**STATUS UPDATE** — [PARAGRAPH MAPPED AS "STATUS UPDATE" ARIAL 9 PT., BOLD, RED]

Format for Points of Contact — [Name, 2 spaces (Area Code) Number-Number, ext. Number, Arial 10 pt. not bold]

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## EXAMPLE

### NEW ISSUES

#### COASTAL AND MARINE RESOURCES

#### ***Hill Staff Inquires About Kasitsna Bay Laboratory Construction***

**ISSUE** — House of Representatives staff inquired about NOAA's response to Senate appropriations report language, which set construction deadlines for the Laboratory reconstruction underway in Alaska.

**NOAA ACTION** — NOS AA's office is working through NOAA Legislative Affairs in maintaining a dialogue with Hill staff.

Glenn Boledovich (301) 713-3070, ext. 193

#### ***Gulf of Mexico – Naples Florida Daily News 15-Part Series on Causes and Effects of Pollution in Gulf of Mexico***

**FYI** — Sunday, September 28, the Naples Florida *Daily News* began a 15-part series on causes and effects of pollution around the Gulf of Mexico called "Deep Trouble: The Gulf in Peril." The *Daily News* began researching water quality stresses confronting the Gulf and Mexico. Read <http://www.naplesnews.com/deeptrouble/>.

## POSSIBLE SECTION HEADINGS

#### MAPPING, CHARTING & NAVIGATION

Also:

**CORAL REEF CONSERVATION  
COASTAL ZONE MANAGEMENT ACT  
US COMMISSION ON OCEAN POLICY  
UPCOMING EVENTS OF INTEREST  
RESPONSE AND RESTORATION  
COASTAL AND MARINE RESOURCES  
GEODESY**